



## UNITED STATES MARINE CORPS

COMPANY "B" (-)  
6TH ENGINEER SUPPORT BATTALION  
4TH FORCE SERVICE SUPPORT GROUP  
ARMED FORCES RESERVE CENTER  
1901 SOUTH KEMBLE AVENUE  
SOUTH BEND, INDIANA 46813-1799

IN REPLY REFER TO:

5354

Admin

28 Jul 99

### COMPANY POLICY LETTER 07-99

From: Commanding Officer/Inspector-Instructor  
To: Distribution List


Subj: MANAGEMENT OF EQUAL OPPORTUNITY PROGRAM

1. All members of Company B, 6th Engineer Support Battalion and the Inspector-Instructor Staff will be provided equal opportunity without regard to race, color, religion, sex, age or national origin, and shall be assigned duties consistent with their physical and mental capabilities.

2. Equal Opportunity depends on the full involvement of every leader in the chain of command with the commander assuming the lead role. Commanders must convey their determination to achieve equal opportunity throughout the command, and ensure that the EOP receives the proper support at all levels. The chain of command is the primary and preferred channel for correcting discriminatory practices and for communicating equal opportunity matters. Individuals who feel they have been subjected to discrimination or sexual harassment should report the incident to the chain of command if they are unable to resolve the problem by discussing the offensive behavior with the offender or if the behavior continues, or is criminal in nature. MCO 1700.23 (REQUEST MAST) provides chain of command clarification for EO complaints filed through request mast procedures.

3. All members of this Company and Staff must recognize and accept the importance, dignity, needs and aspirations of the individual. There is a need for the development of each individual to the highest degree of responsibility, which will be dependent only upon their individual talent and diligence. Only by the achievement and maintenance of the above goals can this Company and Staff fully develop the "esprit de corps", pride, and individual readiness that is essential to the highest level of combat proficiency and mobilization readiness.

4. A Company Officer and Inspector-Instructor First Sergeant are designated the EO Officer for the Company/Inspector-Instructor Staff. A Company/Inspector-Instructor Staff Assignment Letter shall be published effecting these assignments.

  
A. B. O'CONNELL  
Inspector-Instructor

"The Commanding Officer is cognizant of,  
and concurs with, the information contained  
herein but is not available for signature."

T. L. SMITH  
Commanding Officer